

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
April 27, 2017, LIETZ HALL, MARTIN CITY, MT
Minutes**

The meeting was called to order at 7:03 p.m. Present: Board Members Greg Doggett, Jacque Ferbrache, Fay Dowling, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe. Flip Paulson arrived at 7:30 p.m.

The Minutes for January 19, 2016 were approved by unanimous consent.

For the Operator's Report, Shane Pierson reported that a high water alarm was sounded at the pumphouse on February 2, 2017. The alarm proved to be false and the device was reset. The General Manager also reported that the O & M Strategy was current. A Flathead County Road Department's snowplow damaged hydrant #8 on February 13. Shane ordered parts, has repaired the hydrant, and the Clerk sent the Road Department a bill covering labor and parts. Kathy Hale was served a 2-months past due notice in February. After 4 days and no payment recieved, Shane followed procedures and called the customer before turn-off the next morning. Misunderstandings about payment location and time followed. The customer said she would contact the Board about the General Manager's actions. The Clerk reported about Matt Guinard's letter commending Shane on his persistance in notifying him of a possible water leak, when Guninard's telephone number had changed. The customer said it saved him substantial repairs and expense.

In March, Shane blocked off the tank road to prevent damage in the soft surface because of snow melt. Damage to the tank fence was found during the month, possibly caused by a frozen post. No repair was needed. The Lead and Copper Site Plan has been updated. The annual Nitrate test taken February 14, 2017 at the Fire House, resulted in 0.25mg/L, or safe to drink. Other water quality tests scheduled for 2017, arsenic, rad gross alpha, radiums combined, synthetic organic compounds (SOCs), and volatile organic compounds (VOCs), have been ordered and will be completed shortly. The monthly water test submitted April 20 was satisfactory.

The Tool and Usable Parts inventories have been completed. Power to the Glacier Hills subdivision went out again last week, but the UPS at the storage tank operated correctly. The Chief Operator was unable to obtain reimbursement for the original defective Glacier Hills flush hydrant that was replaced last November. The manufacturer said it was held too long to be under warranty. The hydrant meter has been installed for the season. The leak near Sequence #320 across Highway 2 will be scheduled for late summer because dry ground is needed for the repair. The cost cannot be determined since it may consist of a simple patch in the galvanized pipe or a more extensive and expensive repair. Shane also met with an HD Supply representative concerning parts pricing in comparison to Northwest Pipe. There was substantial savings by using HD Supply parts for the hydrant repair.

One new Work Order was added and completed in April dealing with the hydrant repair. WO #2017-3 on UPS status was also completed.

In review of the System Reports for January, February, and March, water loss was as much as three times lower than in 2016. The Board reviewed the Usage Reports, the Adjustments Reports, the Rate Code Reports and the Usage and Loss Reports. Nothing unusual was noted in these reports. The Comparison Reports for all 3 months reflected a huge difference in water loss percentages versus a year ago, which was noted as going in the right direction. Shane was commended for his leak repair efforts last year amounting to the stark change for the better.

The Clerk reviewed the District's financial statements for January, February, and March 2017. Tax bill receipts from Flathead County deposited in Tax Roll Fund #7273 amounted to \$534.83, \$736.61, and \$598.18, respectively for the first 3 months of 2017. The Capital Investment Fund #7274 received \$102.71 and \$117.77 in interest distribution for January and February. The County did not record interest for March.

The updated 2017 Cash Flow Forecast was reviewed next. The Board President explained that \$2,000 will be moved from the Maintenance Fund to Checking in May because of the low closing cash balance for April. There were no questions on the Clerk's time sheets.

The Disbursement Report for February 10, 2017 listed the second annual payment to Montana State Fund for Workman's Compensation at \$157.97 and snow plow removal of \$50 to Libby Landscaping. An additional payment of \$300.00 to Libby Landscaping on March 15 was recorded. Montana Environmental Laboratory received \$314.50 for 12 bacterial tests and 1 nitrate analysis. The April 20, 2017 Disbursement Report listed the 941 Employer's Federal Quarterly tax payment of \$1,169.14, and the MT Unemployment Quarterly Tax payment of \$26.65. Hydrant repair parts from HD Supply were also listed on the report. **A motion to approve the Disbursement Reports dated February 10, March 15, and April 20 Revised was made by Greg, seconded by Fay, and unanimously approved by the Board.**

The Past Due Reports were reviewed. Kevin Davey, Account #55, again was posted for two months past due. After discussion of the continual need to post the same customers for being 2 months past due, the MCCWD Board agreed that the Clerk should contact Davey and Andrew Bancroft, Account #95, by letter illustrating the amount of money that they spent in the pass year on late fees. This would be an attempt to stop the Chief Operator's 2 trips a month to post late notices and collect late fees at a loss to the District. Florian Skyland is being charged for 2 month's past service and a turn-on fee of \$25. It was discovered that the new customer had turned on his water service without notifying MCCWD.

Under Old Business, the District is waiting for the engineers to establish a timeline and send out for bids the replacement work needed for the old 1½ inch line north of Old Hwy 2. All approvals are in place. The offer to purchase the District's surplus property at 3rd Ave. S. fell through when the Board decided to counter the buyer's \$14,000 offer with \$16,000, the same amount the buyer offered last year. That offer fell through due to the potential buyer's failure to sell his property. No action has been taken on the possible solutions to the cost of fire hydrant repairs in response to the Martin City Rural Volunteer Fire Department Board's letter.

Under New Business, John Helton had asked if the wooden bulletin board, now positioned in front of the Martin City Fire Department's Lietz Hall, be moved in front of MCCWD's pumphouse. After discussion concerning people being on District's grounds for posting and

reading, problems with upkeep, and snow removal, the Board decided to decline John's request. A possible new customer, Russ Pyles, was sent a new service estimate and application. After the Clerk's visit to Flathead County Recording, Plat, and Finance Departments, County Tax roll additions of 7 parcels that are now within Martin City County Water District boundaries should be included in the tax rolls.

The District's next Board Meeting has been rescheduled for Thursday, May 25, 2017 at 7:00 p.m. As there were no other items to discuss, Jim made a motion at 8:07 p.m. to adjourn, and Fay seconded it; all agreed.

Respectfully submitted,